



MANUAL

FOR

DISTRICT DIRECTORS

Garden Club Federation of Pennsylvania

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MANUAL FOR DISTRICT DIRECTORS

The Garden Club Federation of Pennsylvania is currently divided into 10 geographical districts from District I, the combined District II/III to District XI.

Each District Director represents the President of the Federation within the District and within the framework of the Federation Bylaws, and has complete administrative charge of that District. It is of major importance that District Directors and Assistant Directors become thoroughly familiar with the Federation Bylaws and other documents ** and their effect on the administration of the Districts.

Standing Rules for each District greatly facilitate its smooth functioning. These rules must conform in all essentials to the Bylaws of the Federation, but will vary in detail with the needs of the District involved.

This manual is intended as a *guide* for the District Directors and Assistant Directors in the discharge of their duties.

Part I: DISTRICT DIRECTOR'S RESPONSIBILITIES

- A. District Directors are *members* of the Executive Committee and the Board of Directors of the GCFP. District Directors are expected to attend the GCFP State Board Meetings (two a year) and the GCFP Annual Convention; are encouraged to attend the Central Atlantic Region of State Garden Clubs Conference of the NGC and/or a National Garden Clubs, Inc. Convention.
1. A formal meeting of the District Directors is held with the 1st VP at State Board Meetings and with State Officers at the Annual GCFP Convention.
 2. Each District is entitled to only one vote at the business meetings of the Board.
 3. Assistant District Directors are members and should also attend meetings of the GCFP Board of Directors, and the meetings of the Executive Committee of the GCFP with the District Director as well as the formal meetings with State Officers.
- B. District Directors are *responsible* for the administrative organization of the District. Each District is modeled after the format of the GCFP in which:
1. Officers of the District and Club Presidents are the Executive Committee of the District.
 2. Appointed Committee Chairs (the number will depend on the degree of interest and activities best serving the needs of the District) comprise the remainder of the District Board.
 3. Affiliate Heads, Former District Directors and State Officers are included in Board Meetings at the request of the Director.

**Refer to Board of Director's Manual pg. 27, and in the GCFP Bylaws Article XI, Section 1-7 for District Director duties; these are on the GCFP website: www.pagardenclubs.org

4. It is important that Committee Chairs be competent, enthusiastic leaders, well-informed and interested in their specific appointments. It is important that they attend meetings called by the District Director.

- a) Send names and addresses of District Officers and Committee Chairs to the corresponding Chair on the State Board.
 - b) In election years, plan a time for the incoming Chairs to meet the out-going Chairs, to be briefed and to pass on files. At this time, a folder of duties for new Chairs including standing rules can be given.
 - c) District Chairs should be available for visits to clubs within the District. It is recommended that traveling expenses be assumed by the club inviting the speaker.
- C. Each District should *maintain a file* of reference, historical district information and current district information. This file should be handed down to each new Director and include copies of important correspondence of the preceding administration which will provide a comprehensive overview of the work of the District. District Directors should likewise, keep copies of important correspondence etc. to be given to the succeeding Director. If possible, work from and store information on a computer/cloud and print copies for easy reference.
- D. Each District Board Member is encouraged to keep a similar file.
- E. Keep District Director's file up to date. It should include:
1. Bylaws of the Garden Club Federation of Pennsylvania
 2. Manual for District Director
 3. By-laws, Standing Rules or Policies of the District
 4. Awards Manual
 5. GCFP Board of Directors Manual*
 6. Robert's Rules of Order, Newly revised edition
 7. Calendar of Events (updated at every GCFP State Board Meeting)
 8. State and National publications: the Keystone Gardener and The National Gardener (complete series of copies for the term of office.
 9. A roster of State Board members
 10. A roster of Club Presidents and District Board members
 11. Yearbooks of District clubs
 12. A map of the District with the location of clubs identified
 13. List of duties of District Officers and Chairs
 14. Copies of programs from past District Annual Meetings
 15. Application blanks and information for new clubs
 16. Listing, by clubs, of members qualified and interested in State or District Board positions, including comments on qualifications. This list is submitted to GCFP Personnel Chair and State President.

*Many of these publications are on www.pagardenclubs.org

- F. Directors should immediately instruct the Secretary to send the names, addresses and phone numbers of District Board Members to the Presidents of Clubs in the District, to GCFP Database Manager, to the GCFP President and First Vice President. Also, promptly notify the above of any subsequent changes.
- G. Meet with the District Executive Committee as soon as possible in order to set the policies and to make plans for the administration, including plans for the District Annual Meeting.
 - 1. Copies of "Standing Rules" for the District should be available to all Board members.
- H. Keep in frequent touch with District Board Members by phone, e-mail, US mail and meetings. A regular District newsletter from the Director is invaluable. Include the State President, First Vice President, other District Directors, and affiliates within the District on the mailing list.
- I. Avoid conflicting activity dates. Keep an up-to-date calendar of important events. Check the GCFP Calendar on the website - www.pagardenclubs.org - and printed in the Keystone Gardener and KG Online. Encourage Clubs to check these dates before planning important events.**
- J. *Appoint* a District Historian to keep a complete record of each year's programs, i.e., pictures, agendas, copies of announcements of meetings. A report to summarize accomplishments would be ideal. This summary should be sent to The GCFP Historian in order to document all District activities for Pennsylvania's report to NGC for each administration.
- K. *Notify* the State President when any club in the District reaches its 50th, 75th or 100th anniversary.
- L. *Install* club officers for the district, if requested.

Part II: DIRECTOR'S RESPONSIBILITIES TO MEMBER CLUBS

- A. *Become familiar* with the individual clubs within the District.
 - 1. Maintaining Club locations on a District map, the county name, the meeting site and dates is helpful.
 - 2. Maintain good inter-club relations.
 - 3. Represent the District at member club functions, whenever possible, i.e., installation of new officers, flower shows, fund raisers, etc.
- B. *Disseminate* information and guidance to member clubs.
 - 1. Emphasize that SMALL CLUBS cannot hope to be actively engaged in all phases of garden club work, but rather that they should concentrate on the areas that are most effectively carried out by club members or most needed by a specific community. A rotation of activities may do much to stimulate interest.

2. *Remind* Presidents that club minutes must be read or approved as disseminated at each meeting, not “dispensed with,” except under rare circumstances. Minutes of the Executive Board, however, should not be read at Club meetings, but any reports or recommendations from that Board should be given.
3. *Emphasize* the importance of maintaining a file of the service copies received of The National Gardener and the Keystone Gardener, in order to provide a complete permanent library for reference by officers and chairs.
4. CLUB YEARBOOKS: Copies are needed for GCFP President, First Vice President, and District Director, so she/he can refer to it if phone numbers are needed. If sending the yearbook for an award, send a copy to State Club Yearbook Chair along with two award applications. (See Award Manual on www.pagardenclubs.org)
 - a. Copies to member clubs within the District or nearby clubs are encouraged.
 - b. A copy of the Club Membership list with name, address, phone, and email address needs to be emailed to the GCFP Database Manager and Financial Secretary. Club dues should be forwarded to the Financial Secretary in the preaddressed envelope.
5. *Remind* Club Presidents to notify the District Director and Database Manager of the date of their elections and the names and addresses of new officers, including email addresses and phone numbers.
6. *Request* that clubs inform the District Director of scheduled flower shows, so that the Director and/or other District Board Members might plan to attend.
7. *Suggest* that clubs exchange or share programs with other clubs.
8. *Assist* Clubs with needed information, by suggesting the Club President contact the appropriate District Chair and/or the State Chair, who can find the needed information from the National Chair.
9. A District Board meeting may focus on club programs or a specific chair. *Invite* those club chairs to join their President at the meeting.
10. When a Club plans to withdraw from the Federation, notice should be given to the District Director, GCFP Database Manager and the State President.

Part III: DIRECTOR’S RESPONSIBILITIES TO NEW CLUBS

- A. *Be alert* for, and keep in constant touch with, groups considering becoming Federated. A visit from the District Director can be a positive influence.
 1. You might suggest that:
 - a. Their Bylaws concur with those of the State Federation.
 - b. Their dues be sufficient to include GCFP dues.

- B. When a club applies for membership in the Federation, the District Director or the Membership Chair should see that:
1. The Club President is informed of the necessary requirements for membership.
 2. The Club President is sent an application form. This is to be forwarded as directed by the Federation Bylaws.
- C. When the application fee and club dues are paid, the GCFP Financial Secretary will notify the State President, the area District Director, State Membership Chair, GCFP Database Manager, and the Investment/501 (c)3-990 Chair.
- D. The District Director sends a letter of welcome to the club, as soon as a notice of acceptance is received from the Financial Secretary.

Part IV: DISTRICT DIRECTOR'S REPORTS

A. Reports at STATE BOARD:

1. District Directors are expected to *give a report* at EACH State Board Meeting. These reports should include only activities since the last meeting.
2. Email a copy of your report to the Recording Secretary and bring one copy to hand in. If you and your Assistant Director cannot be present, email your report to the Recording Secretary in time to take to the meeting to be read.
3. Keep all reports brief and to the point. Three minutes permit time to state items of greatest interest. If a time limit is set by the presiding officer, honor that time limit. Practice reports at home.

B. Reports at STATE CONVENTION:

1. This report is an *annual compilation* of information and club projects.
2. The suggested form of the report is included in this manual. The reports of District Chairs and member club Presidents will supply many of the answers. *Accomplishments* should be emphasized in the summation of the year's activities in your District.
3. The State President will appreciate receiving a report of any unusual projects, any outstanding activities of the District or the clubs within it, or other items which may help to portray the GCFP in the report at the Annual NGC Convention. Information must reach the GCFP President by February 14.

C. Reports from DISTRICT BOARD:

1. *Emphasize* the importance of reports from the Chairs and advise them of the date reports are due.
2. If some special information is expected, request that it be included in committee reports.
3. See that the District Chairs call for reports from the Club Chairs and send this report, in turn, on to the State Chairs who needs to submit an annual report.

- D. Reports for the DISTRICT ANNUAL MEETING:
1. The District Director's annual report may be compiled from District Chair reports, (or)
 2. Each District Chair may give a report at this meeting and the District Director gives a general report.

E. CLUB PRESIDENTS' Annual Report Forms:***

Three (3) copies of the report forms (available on the GCFP Website – Presidents Packet/forms) should be filled out by the **February 14th** due date. Send one copy to the District Director (for the District file); send one copy to the State President; keep one copy (for the Club's file).

**This is the only source of club information for the State President to compile an annual report for the NGC Convention. Urge all Club Presidents to comply.

Part V: DISTRICT ANNUAL MEETINGS

All plans and financial arrangements for District Annual Meetings must be approved by the District Director before final arrangements are made. Voting eligibility of club delegates should be stated in your District Standing Rules.

A. District Annual Meeting

1. Purpose: Each District shall hold a District Annual Meeting for presentation of District Annual Reports by Officers and Committee Chairs, and for the election and installation of officers in the even years. Also at this time, a delegate and alternate to the GCFP Nominating Committee should be elected to serve in each administration.
2. Date: The Annual Meeting shall be held in the fall of the year. The date is determined by the State President.
3. Place: The Host Club determines the location of the meeting, in consultation with the program committee and District Director, as soon as possible after the date is set.
4. Notification: A "call" (flyer) to the event is printed by the District and taken to the June GCFP State Board meeting. Ten or fifteen copies should be sufficient. Personally give a copy to each officer. Send the information to the GCFP Webmaster by June 1st. This flyer can be included in the District Newsletter to member clubs and can be duplicated. Information to be included: date, location (including address), program of events and speaker, cost, registration form (include name and address of Registrar,) and clear directions to location.
5. Guests: The State President, First and Second Vice Presidents should receive a written invitation from the Director to be guests of the District for the meeting. Remember to include detail directions to the meeting, including route numbers and names and telephone number of lodging nearby.

B. Financial Management of District Meetings

Registration fee should cover ALL expenses. Any balance must be turned over to the District Treasurer with a complete report. Budget items should provide amount to cover:

1. Name badge for attendees.
2. Meals for State President, Vice Presidents, and other "distinguished guests." State Board members are expected to pay for their meal at the District Annual meetings.
3. Speaker's meal, fee, travel expense, flowers to be used for lecture, etc. It is important to complete financial arrangements at the time of engaging the speaker. This expense **MUST** be approved by the Director.
4. Rental of audio-visual equipment.
5. Printed program. (Possibly the "call" used as the invitation and announcement to member clubs can be the program.)
6. Postage for necessary correspondence.

C. Courtesies

1. Gifts or other costly tangible recognition are **not** expected by State Officers or Board Members.
2. Local hostesses should greet arriving delegates. At least one hostess should stay until the last person has left.
3. At a large meeting, it is desirable to supply a "page" to assist the State President and District Director.
4. Be sure the audio system works well. Supply a lavalier microphone when necessary – especially for speakers who must move across a stage.
5. Seating for State Officers and other attending Board members should be distributed throughout the room at tables with club members.

MONTHLY REMINDER CALENDAR

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| January January 15 | Deadline for State Awards Request to State Treasurer for 1099 forms. For <u>individuals</u> paid \$600 or more for a program/event |
| February | Club President's Annual Report to be sent to State President District Director's Report sent to State President Registration for GCFP Convention Even Years: District Nominating Committee/to nominate slate of District Officers |
| April | GCFP Annual Convention |
| May | Club dues to be sent to GCFP Financial Secretary NGC Annual Convention Form 990 due to State Chair |
| June | National Garden Week – first week in June Club dues to Financial Secretary "Call" for Fall District Meeting ready for State Board Nomination of State Nominating Committee Representative and Alternate at District Board meeting for election at Annual Meeting-even years (person should have served two terms on State Board) |
| September | District Annual Meeting Election and Installation of Officers-even years Election of Delegate and Alternate to GCFP Nominating Committee - even years |
| October | Central Atlantic Region of State Garden Clubs (CAR- SGC) Conference |
| December | Deadline for National Awards Deadline for Yearbook Awards (and others) |